



George Deukmejian, Governor

PERSONNEL MANAGEMENT LIAISONS

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THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

EMPLOYEE RELATIONS OFFICERS
ACCOUNTING OFFICERS
HOLDERS OF THE SUPERVISOR'S TRAVEL GUIDE

**SUBJECT: Allowances and Travel Reimbursement Rates
(Updates Management Memo 87-21)**

The following are the allowances and travel reimbursement rates approved by the Department of Personnel Administration. This memorandum updates the Department of Personnel Administration Management Memoranda, MM 87-21, dated March 1, 1988.

MILEAGE AND SUBSISTENCE ALLOWANCES

Effective dates are as follows for all nonrepresented employees and bargaining units with approved Memoranda of Understanding:

- July 1, 1988 for all nonrepresented employees.
- August 31, 1988 for Bargaining Units 3, 4, 5, 7, 11, 14, 15, 19 and 20.

MILEAGE

Reimbursement rates to operate a privately-owned vehicle are as follows:

When authorized by department head/designee	22.5 cents per mile
When authorized by department head/designee with certification	22.5 cents to 30.0 cents per mile
Specialized vehicles with certification	Up to 37.0 cents per mile
Private aircraft	50.0 cents per mile

SUBSISTENCE ALLOWANCES

Short-Term

Meals

Breakfast	\$ 5.00
Lunch	9.00
Dinner	16.00
Incidentals	<u>5.00</u>
TOTAL	\$35.00

Lodging

Statewide, without a lodging receipt	\$47.00
Statewide, with a lodging receipt	Actual lodging expense up to \$75.00 plus applicable taxes
Business meetings and Non-State sponsored conferences or conventions, statewide with <u>prior</u> written approval of the appointing power and receipt	Actual lodging up to \$105.00 plus applicable taxes

Reimbursement of lodging expenses in excess of \$105.00 plus tax requires advance written approval from the Department of Personnel Administration.

Long-Term/Non-Commercial \$47.00

Receipts for Parking Fees

Effective September 1, 1988, for nonrepresented employees and as indicated on page 1 for represented employees, reimbursement of parking fees, without a receipt, is allowed for any amount of \$6.00 or less.

MILEAGE AND SUBSISTENCE ALLOWANCES

Effective dates are as follows for the following bargaining units:

- July 1, 1987 for Bargaining Units 13 and 18.
- August 1, 1987 for Bargaining Units 10 and 16.
- August 15, 1987 for Bargaining Unit 8.
- August 25, 1987 for Bargaining Units 1 and 17.
- September 1, 1987 for Bargaining Units 2 and 9.
- October 23, 1987 for Bargaining Unit 6.
- January 8, 1988 for Bargaining Unit 12.

MILEAGE

Reimbursement rates to operate a privately-owned vehicle are as follows:

When authorized by department head/designee	21.0 cents per mile
When authorized by department head/designee with certification	22.0 cents to 30.0 cents per mile
Specialized vehicles with certification	Up to 37.0 cents per mile
Private aircraft	50.0 cents per mile

SISTENCE ALLOWANCES

<u>Short-Term</u>	<u>Statewide</u>	<u>Designated High Cost Areas*</u>
Lodging	\$53.00	Up to \$ 71.00 with lodging receipt
Breakfast	4.00	5.00
Lunch	7.50	8.50
Dinner	13.50	15.50
Incidentals (for every full 24 hour period)	4.00	4.00
	<u>\$82.00</u>	Up to <u>\$104.00</u> with lodging receipt

*Designated High Cost Areas:

San Francisco: 94102, 94103, 94104, 94105, 94106, 94107, 94108, 94109, 94110, 94111, 94112, 94114, 94115, 94116, 94117, 94118, 94121, 94122, 94123, 94124, 94127, 94129, 94131, 94132, 94133, 94134

San Francisco Inter-
national Airport/
San Mateo County: 94010, 94030, 94080, 94128

Los Angeles: 90004, 90005, 90006, 90007, 90010, 90012, 90013, 90014, 90015, 90017, 90019, 90020, 90021, 90024, 90025, 90028, 90035, 90036, 90038, 90041, 90045, 90046, 90048, 90049, 90057, 90064, 90067, 90069, 90071, 90077, 90210, 90212, 90230, 90245, 90292

Anaheim: 92802, 92805

Long Beach: 90801, 90802, 90803, 90804, 90815

Burbank: 91601

Monterey: 93940

Newport Beach: 92660, 92663

Oakland: 94606, 94607, 94608, 94621

Costa Mesa: 92626

San Diego: 92101, 92103, 92106, 92108, 92109, 92110

San Jose: 95110, 95111, 95112, 95113, 95121, 95131

Santa Barbara: 93101, 93105, 93108, 93110, 93117

Irvine: 92714, 92715

Long-Term/Non-Commercial \$46.00

MOVING EXPENSES

All represented and nonrepresented employees:

Effective July 1, 1988, the State shall reimburse employees in accordance with existing Department of Personnel Administration regulations.

OVERTIME MEAL ALLOWANCES

	<u>Up To</u>
Bargaining Units 1*, 2, 3*, 4*, 5, 7, 9, 10, 11*, 12*, 14*, 15*, 16, 17*, 18, 19* and 20* (Effective as indicated on Page 1 and 2)	\$7.50 (receipts may be required)
Bargaining Unit 6 (Effective 10/23/87)	Refer to MOU Provisions
Bargaining Unit 8 (Effective 8/15/87)	Refer to MOU Provisions
Bargaining Unit 12 (CalTrans only) (Effective 1/8/88)	\$6.00 (no receipts required)
Bargaining Unit 13 (Effective 7/1/87) Employees of the Department of Transportation;	\$7.50 (no receipts required)
Correctional Facilities classes.	\$5.00 (no receipts required)
Nonrepresented Employees (Effective 7/8/87)	\$6.00 (no receipts required)
	\$8.00 (no receipts required)

UNIFORM REPLACEMENT ALLOWANCES

	<u>Up To</u>
Bargaining Unit 1 (Effective 8/16/87)	\$345
Bargaining Unit 3 (Effective 7/1/85)	\$400
Bargaining Unit 4 (Effective 8/30/88)	\$375
Bargaining Unit 5 (Effective 7/1/87)	\$425
Bargaining Unit 6 (Effective 7/1/87) Employees required to wear uniforms on a full-time basis;	\$475
On a part-time basis;	\$300
Medical Technical Assistant Smocks	Refer to 87/88 Agreement Section 15.08
Bargaining Unit 7 (Effective 8/16/87)	\$425
Bargaining Unit 8 (Effective 7/1/87)	\$455

*See 88/91 Agreement for employees of Department of Corrections, California Youth Authority and Developmental Centers/Hospitals

Bargaining Unit 10 (Effective 7/1/87)	\$315
Employees of the Department of Fish and Game required to wear uniforms on a full-time basis;	\$250
On a part-time basis.	\$160
Bargaining Unit 11 (Effective 8/31/88)	\$375
Employees of the Department of Fish and Game required to wear uniforms on a full-time basis;	\$325
On a part-time basis;	\$150
On a seasonal basis.	\$ 75
Bargaining Unit 12 (Effective 7/1/85)	\$315
Employees of the Department of Parks and Recreation	\$250
Bargaining Unit 15 (Effective 8/16/87)	\$325
Bargaining Unit 17 (Effective 8/16/87)	\$300
Bargaining Unit 20 (Effective 8/16/87)	\$285

Nonrepresented Employees

The uniform replacement allowances for nonrepresented employees parallels those provided for corresponding represented employees.

SUMMARY

This memorandum will be updated as information becomes available for Bargaining Units 1, 2, 8, 9, 10, 12, 13, 16, 17 and 18. Information concerning License Renewal, Certification or Registrations Fees will be provided as it becomes available. Until such time, the provisions outlined in Management Memorandum 87-21, dated March 1, 1988, are still in effect.

Additional information regarding allowances and travel reimbursement rates for represented employees may be found in the current agreements and Sections 599.615 to 599.638, 599.714 to 599.734 of the Department of Personnel Administration regulations.

Information for nonrepresented employees may be found in Sections 599.615 to 599.638, 599.714 to 599.734 and 599.921 to 599.922.2 of the Department of Personnel Administration regulations.

Accounting Officers, Employee Relations Officers or Personnel Officers who have any questions should call Diane Hachey at 324-9377, ATSS 454-9377. If employees have any questions, they should contact their department's Accounting Office.



Anita Leach, Chief
Benefits Division